

REQUEST FOR APPLICATIONS

**2007 Southeast Fisheries Economic Development Grant
Program
Grant Application Guide**

ISSUED BY:

**STATE OF ALASKA
DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT
OFFICE OF ECONOMIC DEVELOPMENT**

July 3, 2007



Notice to Reviewer

Federal funds used to carry out the 2007 Southeast Fisheries Economic Development Grant Program come from the Pacific Coastal Salmon Recovery Fund. As a condition of that funding, projects must be salmon-related and occur in Southeast Alaska. Consequently, this program is open only to qualified applicants located in Southeast Alaska

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I. General Information

Welcome to the 2007 Southeast Fisheries Economic Development Grant Program (Southeast FEDP). This is the Request for Application packet, also referred to as the Application Guide. Supplemental to this Application Guide is an Application Format. There are no application forms. In preparing an application under this program, follow the requirements of this Application Guide and the structure of the Application Format.

A. Issuing Agency and Contact Person

This Request for Applications is being issued by:

State of Alaska
Department of Commerce, Community and Economic Development (Commerce)
Office of Economic Development

P.O. Box 110804
Juneau, Alaska 99811-0804 **(Mailing Address)**

333 Willoughby Avenue, 9th Floor
Juneau, Alaska 99801 **(Delivery Address)**

Attention: Debbie Maas

Phone Number: (907) 465-2023

Fax Number: (907) 465-5085

E-mail: debbie.maas@alaska.gov

B. Additional Information and Assistance Available

Potential applicants should carefully review this Request for Applications for errors, questionable or objectionable materials, and items requiring clarification. Applicants should either put the comments and/or questions in writing and mail them to the above address or phone the above individuals as soon as possible.

Commerce may issue a written clarification to all those who initially receive a copy of the Request for Applications or respond only to the individual asking the question.

IMPORTANT - Commerce will screen all applications to assure adherence to the Application Guide and Application Format. Applications that do not address the requirements of the guide and format will be dismissed.

C. Introduction of the 2007 Southeast Fisheries Economic Development Grant Program

The Fisheries Economic Development Grant Program (FEDP) is intended to assist communities that have been impacted by the downturn in the fishing industry. Southeast FEDP provides assistance for seafood-related infrastructure and capital equipment that increases productivity and efficiency for businesses that conduct salmon-related operations in Southeast Alaska.

The amount of funding for this program is uncertain. It is anticipated that up to \$1 million may be available. The actual amount of funds allocated, or any portion of, will be determined after review of all eligible grant applications received and final determination of available funding. Commerce reserves the right to alter such allocations for other purposes. This grant application solicitation in no way requires Commerce to expend or grant any funds for the purposes discussed herein.

D. Who May Apply

Eligibility (eligible applicant) is limited to:

- Applicants primarily located in the fishing region identified as (defined by Alaska Department of Fish and Game, Division of Commercial Fisheries) Southeast.
- Government units such as municipalities, tribal councils, or other recognized governing bodies of communities that have been impacted by the downturn in the fishing industry.
- Non-profit entities such as community and/or regional non-profit organizations representing communities and/or regions that have been impacted by the downturn in the fishing industry. Applicants claiming non-profit status must have supporting documentation from the Internal Revenue Service.
- For-profit small businesses such as fishermen, fish processors, or service businesses directly related to the fishing industry. It is anticipated that applicants will be located in close proximity to communities impacted by the downturn in the fishing industry. For-profit applicants must meet the U.S. Small Business Administration's (SBA) definition of a small business as defined by the SBA's Office of Size Standards found at <http://www.sba.gov/size/>. Past review of the SBA standards indicates that seafood processors are considered small businesses if they employ less than 500 full time equivalent (FTE) employees in a year.

3 AAC 144.120 allows for the Southeast FEDP to be open to commercial fishery-related businesses based on a decision made by the Department under 3 AAC 144.125. The determination to open the program to all commercial fishery-related businesses, including businesses that exceed the size standards for small business loans and disaster loans set out in 13 C.F.R. 121.301(a), revised as of January 1, 2003, is based on the:

- (1) amount of money available for distribution under this chapter;
- (2) ability of prior small business grant recipients under 3 AAC 145 to use money awarded to them in a timely manner; and
- (3) time remaining in which the money available for distribution under this chapter must be used.

The Department has reviewed these factors and determined to limit this application to those small businesses that meet the U.S. Small Business Administration's definition of a small business as defined by the SBA's Office of Size. Businesses that exceed this size standard are not eligible to apply.

E. Eligible Communities

Projects are limited to those that will benefit Southeast Alaska communities that have been impacted by the downturn in the fishing industry.

F. Type of Projects

This section requires a description of the project(s). Projects must be complete by May 2008.

FEDP is intended to assist communities in the fishing region identified as (defined by Alaska Department of Fish and Game, Division of Commercial Fisheries) Southeast which have been impacted by the downturn in the fishing industry.

Assistance will be provided in the form of one-time funding (grants) for new, expansion of, or improvements to fisheries-related infrastructure projects, economic development projects, or business that have the potential to: (1) increase Alaska seafood/product quality, (2) increase Alaska seafood/product diversity and/or value in the consumer or food service market(s), (3) increase profitability for the harvesting and/or processing sector of the industry, (4) increase efficiencies and productivity in the industry, (5) lower costs within the industry, or (6) increase economic activity within the community and/or region. Examples of potential projects have been grouped by the following categories:

- **Freezing and Chilling:** Projects would improve the quality of Alaska seafood by chilling or freezing. Projects may include the installation of ice machines or chilling gear; purchase and/or improvement to floating ice machine barges; and additional equipment that improves access to freezing and chilling equipment.
- **Cold Storage Facilities:** Projects would improve the quality of Alaska seafood by building new and/or improving existing cold storage facilities.
- **Transportation and Distribution Network:** Projects would improve the quality of Alaska seafood by reducing handling, increasing speed, and increasing efficiencies at key transportation nodes. Projects may include cooling systems, handling equipment, quality control equipment, freight consolidation facilities, and chain of custody tracking systems and devices.

- **Processing Facilities and Equipment:** Projects would increase the quality, diversity, and value of seafood products. Projects may include the construction or improvement of seafood processing operations, processing equipment, fish by-product equipment, utility improvements to processing areas, and waste outfall lines.
- **Other:** By no means should possible projects be limited to the above examples or categories. An application should be submitted for fisheries-related infrastructure projects or economic development projects or business expansions.
- **Ineligible Projects:** Feasibility studies are not eligible. Operational and maintenance costs of existing projects are not eligible. Operational and maintenance costs of proposed projects, incurred after completion of the initial start-up, are also not eligible.

G. Project's Budget

If the applicant is a governmental unit or a non-profit entity, Commerce may provide up to 75 percent of the project's entire cost (\$3 to \$1 match). Applicants must provide at least 25 percent of the funding (match) and are encouraged to provide more. If the applicant is a for-profit small business, Commerce may provide up to 50 percent of the project's entire cost (\$1 to \$1 match). Applicants must provide at least 50 percent of the funding (match) and are encouraged to provide more. The Department may decrease its contribution subject to the applicant's access to other resources.

This is a cash match, cost reimbursable grant program. Prior to receiving funds, grantees are required to match all expenses. The applicant will be required to expend funds and then seek reimbursement from Commerce.

H. Project's Long-Term Value

These programs are intended to provide one-time funding (grants) for new and/or expansion of fisheries-related projects and businesses. The long-term sustainability and value of the projects is a major consideration.

I. Project Requirements

As of the release of this Application Guide, this Program is evolving. Therefore, Commerce retains the right to change this Program as needed to comply with significant policy decisions.

Additionally, since this Program is being funded with federal money from the U.S. Department of Commerce, National Oceanographic and Atmospheric Administration provided to the State of Alaska, applicants must be aware that, in addition to state requirements, the following federal requirements may apply to Commerce and to its sub-recipient grantees (applicants):

- CFR Section 3016.22 incorporates the Cost Principles dictated by OMB Circular A-87, A-110, FR 31.2, or similar documents.
- CFR Section 3016.37 requires Commerce to give notice of all federal requirements to its sub-recipients.
- Applicants in arrears with the federal government for any money owed may not be eligible for grants under this Program.
- State of Alaska's Single Audit Requirement established under Alaska Administrative Code 2 AAC 45.010.

Applicants should be aware that their application and all supporting documentation, as well as reports submitted pursuant to any grant received, are public information.

II. Submission and Form of an Application

J. Due Date and Number of Copies

An Applicant must submit an original and three copies of the application (a total of four) to the address and individual listed on page one (1) of this Request for Applications. The application is to consist of no more than eight (8) pages, not including the Table of Contents and/or cover page. Font size should be no smaller than size 12, unless handwritten and applications should be printed single-sided. Margins must be at minimum 1 inch from each side of the paper. Attachments to the body, such as resumes, detailed designs, cost estimates, resolutions, etc. are in addition to the eight-page limit and are to be clearly identified. The application must be **postmarked** no later than **September 10, 2007**.

An Applicant must provide the information in the format required in Sections J – P set out below. **Applications that do not meet the requirements of Section J - P may be dismissed.** If you are reading this in printed hard copy and would like to access the document in electronic form, you can access this Guide and Format from Commerce's website at <http://www.commerce.state.ak.us/oed/seafood/revitalization/projects.htm> or request an electronic copy from the individual listed in Section A. Applicants must submit an application that provides the information in the form required in Sections J – P set out below.

K. Table of Contents

An application must include a Table of Contents, and all pages including appendices must be numbered and reflected accordingly in the Table of Contents.

L. Identify and Discuss the Applicant

An applicant's proposal (grant application) must:

- Identify the applicant.
- Describe the applicant organization (government, non-profit, for-profit business), duration of existence, organizational diagram, lines of communication, etc.
- Provide documentation of the applicant's status as a governmental unit (may be self-evident), a non-profit entity, or a for-profit business. If the applicant is a for-profit business it must clearly demonstrate that it meets the qualification of a small business as defined by the U.S. Small Business Administration.
- Provide the applicant's federal identification number (often a social security number for small businesses).
- Provide the name of the project lead (grant contact).

- Provide the applicant/project lead's physical and mailing addresses, phone and fax numbers. Please also provide email addresses when available.
- Discuss the applicant's experience with similar previous projects, the success of those projects, and current and/or on-going projects.
- Along with identifying the project lead, the applicant must also identify the key personnel, previous experience of each, and ability to successfully complete this project. Individual resumes may be included as part of the applicant's proposal.
- If the applicant intends to hire a contractor(s) to perform portions of this project, the following information should also be provided for each contractor if available:
 - Complete name, mailing address, and physical address.
 - Verification of business license and other licensing credentials required under Alaska law.
 - Complete name, title, phone number, and email address of the contractor's contact person.
 - Identify the contractor's key personnel, previous experience, and responsibilities of each in the completion of the portion of the project being contracted.
 - Individual résumés may also be included.

M. Identify and Discuss the Community(ies)

- Each applicant must identify the communities and/or fishing region that will benefit from the project.
- Each applicant must describe the extent of the impact of the downturn in the communities and/or region by discussing recent economic indicators such as downturn in ex-vessel price, wholesale price paid to processors (if available), decline in permits fished, return to harvesters and processors, and declining economic activity for seafood related businesses.
- If the applicant is a local government, the applicant must provide the governing body's proposed resolution of support. If there is not enough time to secure the resolution of support from the governing body, an applicant must seek a delay from Commerce. If a preliminary award is made, the resolution must be in place before a grant agreement will be signed.
- If the applicant is a non-profit entity, the applicant must provide a resolution of support from the local government(s), cooperative agreement, or memorandum of agreement between the applicant and the various local governments. If there is not enough time to secure the resolution of support from the governing body, an applicant must seek a delay from Commerce. If a preliminary award is made, the resolution must be in place before a grant agreement will be signed.

- If the applicant is a for-profit small business, the applicant must document how it has been impacted by the downturn in the fishing industry. Documentation of the community's support is not required but would be beneficial.

N. Discuss the Project

An applicant's proposal must provide a detailed and all-inclusive discussion of the project and should include but is not limited to:

- Detailed discussion of the project, its purpose, implementation and specific activities.
- Milestones, including the completion date of each milestone. Projects must be complete by **May 30, 2008**.
- Discussion of how the project meets "Commerce's Expectations" items one (1) through six (6) and the specific category expectations (i.e. Freezing and Chilling, Transportation and Distribution, etc.) (please see Section F, Type of Projects).
- Detailed system design; engineering designs; technical specifications; and maps if applicable.
- Detailed information on locations, construction, expansions, modifications to new and/or existing structures, facilities, equipment, etc.
- Detailed information on initial construction and installation and continuing maintenance.
- Detailed discussion on environmental and industry impacts, special requirements, permits, certifications, and/or other pertinent necessary approvals.
- Detailed discussion of the project's feasibility. Include all potential obstacles in the current business environment that may hinder or halt the success of the project; ideas or areas of change that would improve the viability of the project; and any other unique characteristics and assumptions that may affect the project.

O. Discuss the Project's Budget

An applicant's proposal must provide a detailed and comprehensive budget that includes a budget table and narrative information that clearly identifies all expenses and funding of the project, with independent estimates as available. The discussion should include, but by no means be limited to, the following items:

- Budget table in the style provided in the attached Format.
- Identification and detailed projections of any and all direct expenses. Examples include, but are not limited to, facility modifications, construction costs, equipment purchases, materials, supplies, freight, and etc.
- Identification and detailed projections of all funding sources. Examples include, but are not limited to, Commerce grant funds, applicant's available cash, applicant's in-

kind match, applicant's proposed loan, revenue generating idea, revenue from another entity, and etc. Also identify the percentage of funding provided by Commerce, applicant, and other sources.

- If the applicant's contribution (match) includes an "in-kind" contribution such as the use of existing equipment, the monetary-value of the "in-kind" contribution must be based on industry-standards and documented in the applicant's proposal.
- An applicant's match must be directly related to the specific project in the application. Proposed match related to a business in its entirety will be rejected. For instance, in applying for processing equipment, using the processing facility as a match is not acceptable.

P. Discuss the Project's Long-Term Value

An applicant's proposal must describe the long-term sustainability and expected return the project will generate. Information must be consistent with information presented elsewhere in the applicant's proposal. Discussion should include but is not limited to:

- Discussion on how the project will facilitate any of the following in the long-term: (1) increase Alaska seafood/product quality, (2) increase Alaska seafood/product diversity and/or value in the consumer or food service market(s), (3) increase profitability for the harvesting and/or processing sector of the industry, (4) increase efficiencies and productivity in the industry, (5) lower costs within the industry, or (6) increase economic activity within the community and/or region.
- Discussion on how the project will become self-sustaining and the mechanisms, contractual or other, that assure increased productivity and capability of adapting to changes in the marketplace.
- Discussion on the continuing costs of the project including operation and maintenance, equipment upgrades and replacement, facility replacement and upgrades, and other improvements. Equipment depreciation and replacement schedules must be based on current industry rates and standards.
- Discussion on the continuing revenue sources and mechanisms to assure adequate revenue. Applicants are encouraged to include detailed, supported pro forma projections.

III. Review and Evaluation of Applications

Q. Initial Review of Applications

Prior to evaluating the grant applications, Commerce will perform an initial review to identify grant applications that do not meet the minimum requirements and/or have not provided the minimum information and/or are otherwise deemed unresponsive to the requirements set forth herein. Commerce in its sole discretion may contact the applicant for additional information or Commerce may declare the application as non-responsive and reject it in its entirety. If rejected, the grant application will be eliminated from the evaluation process and the applicant will be notified accordingly.

R. Evaluation of Applications

Upon completion of the initial review, remaining applications will be forwarded to an evaluation committee comprised of staff members from the Departments of Commerce, Community and Economic Development, Fish and Game, and Labor and Workforce Development. Each member of the evaluation committee will independently evaluate each grant application based on the criteria, evaluation factors, and numerical values identified in this Application Guide and summarized below:

Eligible Applicants	20
Eligible Communities	20
Eligible Projects -- Description	20
Eligible Projects -- Duration and Amount (Budget)	20
<u>Eligible Projects -- Long-term Value</u>	<u>20</u>
Maximum Possible Points	100

- The Evaluation Committee, at its sole discretion, may decide if additional discussion with, or presentations by, applicants are required and/or if site inspections are necessary. Following any such discussions, presentations or site visits, members of the Evaluation Committee may change their individual scores based on the additional information provided.
- The individual Evaluation Committee members will have the opportunity to meet as a Committee to discuss the grant applications before and/or after their individual review and scoring. Members of the Evaluation Committee may change their individual scores based on these discussions.
- When the individual Evaluation Committee members have completed their scoring, the total points for each grant application will be determined and ranked numerically.

- Applications and ranking information will be forwarded to the commissioners of the Departments of Fish and Game, Labor and Workforce Development and the Fisheries Policy Advisor to the governor or their designees. Members will advise the department, taking into consideration the numerical ranking determined by the Evaluation Committee and other factors.

S. Notification of Applicants

All Applicants will be notified upon completion of the evaluation process.

Commerce will make preliminary award determinations. Applicants receiving a preliminary award will work with Commerce on all outstanding requirements. Once all requirements have been met, the successful applicant will have the opportunity to enter into a Grant Agreement.

All applicants that receive a preliminary award determination must verify they are in good standing with all laws and regulations of the State of Alaska, including seafood tax, workers compensation and other regulations.

Unsuccessful applicants have a chance to seek reconsideration. Commerce, at its sole discretion, may consider the reconsideration and will notify the applicant accordingly.

Application Format

In preparing the application for consideration, please follow this format and refer back to the Request for Applications/Application Guide for detailed instructions on each section. This format refers to the information required in sections J - P of the Application Guide.

Cover Sheet

Table of Contents

- I. Applicant Information (refer to section L)
 - A. Identification of applicant
 - B. Project plan title (this must be consistently used throughout the application)
 - C. Organization
 - 1. Name
 - 2. Organization Status
 - a) Including evidence of for-profit businesses meeting SBA requirements
 - 3. History
 - 4. Organization diagram
 - 5. Lines of communication
 - 6. Federal employer identification number/SSN
 - D. Plan lead and key personnel
 - 1. Name of project lead/grant contact
 - 2. Physical and mailing addresses
 - 3. Phone and fax number
 - 4. Email address
 - E. Applicant's relevant experience
 - 1. Description of
 - 2. Other plan contributors
 - a) Description of relevant experience
 - F. Contractor(s) information (if applicable)
 - 1. Name(s)
 - 2. Physical and mailing addresses
 - 3. Phone and fax number
 - 4. Email address (if available)
 - 5. Licensing verification
 - 6. Key personnel, previous experience, and responsibilities (include resumes if appropriate)
- II. Eligible Communities (refer to section M)
 - A. Identify community(ies)
 - B. Description of adverse impact on community(ies) and applicant from the downturn in the salmon industry
 - C. Resolution of support for government and non-profit applicants

III. Project Description (refer to section N)

- A. Discussion of project(s)
- B. Milestones and completion
- C. Discussion of how project meets "Commerce's Expectations"
- D. Detailed system designs, engineering designs; technical specifications; and maps, if applicable
- E. Detailed information on locations, construction, expansions, modifications, and equipment
- F. Detailed information on initial construction, installation and continued maintenance
- G. Discussion on environmental and industry impacts, and other pertinent approval
- H. Discussion of project feasibility

IV. Project Budget (refer to section O)

- A. Budget sheet must be submitted under the following format:

Expense Description	Amount Requested	Match	Total
Totals			

- B. Identification of expenses
- C. Identification of all funding sources
- D. Identification of in-kind match

V. Long Term Value (refer to section N)

- A. Discussion of how the project will
 - 1. increase Alaska seafood/product quality,
 - 2. increase Alaska seafood/product diversity and/or value in the consumer or food service market(s),
 - 3. increase profitability for the harvesting and/or processing sector of the industry,
 - 4. increase efficiencies and productivity in the industry,
 - 5. lower costs within the industry, and
 - 6. increase economic activity within the community and/or region
- B. Discussion on how the project will become self-sustaining
- C. Discussion on the continuing costs of the project
- D. Discussion on the continuing revenue sources to assure adequate revenue

Optional Attachments:

- Incorporation documentation
- Evidence of meeting SBA requirements
- Plan contributor resumes
- Other